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	Information Management GUIDANCE FOR PREPARATION AND PROCESSING OF USACE COMMAND PUBLICATIONS WITHIN HQUSACE	
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

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Memorandum
No. 25-1-51

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USACE COMMAND PUBLICATIONS
WITHIN HQUSACE

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1. Purpose. This office memorandum (OM) prescribes guidance for preparation and processing of U.S. Army Corps of Engineers (USACE) Command publications. It provides the necessary steps on how to develop new, update and/or change existing, staff/coordinate, and submit documents for publishing.

2. Applicability. This OM applies to all HQUSACE staff elements.

3. Distribution Statement. Approved for public release; distribution is unlimited.

4. References.

a. PL 94- 168, Metric Conversion Act of 1975, as amended by PL 100-4 18, Omnibus Trade and Competitiveness Act of 1988.

b. EO 12770, 25 July 1991

c. AR 25-30, The Army Integrated Publishing and Printing Program.

d. AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms.

e. AR 335-15, Management Information Control System, and USACE Supplement 1.

f. DA Pam 25-40, Administrative Publications: Action Officers Guide.

g. ER 1110-1-4, Metric Measurements in USACE Publication Media.

h. EP 310-1-6, Graphic Standards Manual

This memorandum supersedes OM 25-1-51, dated 28 May 1993.

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5. Availability. This OM is available at the following web site:

<http://www.usace.army.mil/inet/usace-docs/om/om25-1-51/toc.htm>

6. Policy

a. All USACE Command official publications to include USACE supplements to ARs, engineer regulations, pamphlets, manuals, circulars, technical letters, and office memorandums will be reviewed and approved by the HQUSACE Publications Control Officer (PCO) prior to publishing.

b. HQUSACE elements will issue continuing guidance in accordance with this OM. Guidance will not be issued in the form of any other alternative publication type beyond those established by this OM without the review of the PCO and approval of the HQUSACE Chief of Staff.

c. In accordance with references 4a and 4b, above, all new and revised publications will be developed using the International System of Measurement, commonly referred to as the metric system of measurement. Where necessary, dual dimensions will be included with the metric as the primary unit followed by the inch-pound units in parentheses, e.g., 25 millimeters (0.98 inch).

7. Responsibilities.

a. The HQUSACE Publications Control Officer will -

(1) review proposed publications to ensure they conform with policy and procedures outlined in this OM;

(2) refer publications that warrant executive approval to the HQUSACE Chief of Staff for signature;

(3) assign publications transmitted for USACE coordination (by DoD, DA, or other outside agencies) to HQUSACE staff element(s) having primary interest/responsibility, and consolidate coordinated response(s) for the requesting agency(ies);

(4) provide coordination for replacement of authenticated electronic publications on USACE electronic publications library;

(5) issue publication notification bulletins to appropriate USACE staff elements upon release of new and/or updated USACE publications; and

(6) update and maintain the USACE electronic publications and forms libraries.

b. Directors and Chiefs of Separate Offices will -

(1) assume proponentcy for publications and forms required for their respective functional areas, ensuring technical sufficiency, quality and timeliness;

(2) establish effective internal controls to ensure the continued alignment of functions with published media. This requires an implicit awareness on the part of proponents that functional continuity is an all time priority and that functional changes, when they occur, may require a timely updating of prescribing directives and other related media (e.g., forms and/or reports) if such a continuity is to be maintained;

(3) appoint a knowledgeable and responsible Publications Review Officer (PRO) as well as an alternate to represent the staff element on publications management and notify (by memorandum) the USACE PCO of the appointees; and

(4) prepare timely responses to requests for coordination on publications referred to HQUSACE by DoD, DA, or other outside agencies.

c. Publications Review Officers will -

(1) act as coordinators between the staff element they represent and the PCO;

(2) provide first hand interpretation of the requirements of this OM to the action officers tasked to prepare publications;

(3) be familiar with publications formatting, coordinating standards, administrative documentation and publishing procedures;

(4) ensure publications have been properly coordinated with internal and external HQUSACE staff elements.

(5) ensure publication package is in full compliance with requirements prior to submitting to the HQUSACE PCO for final review; and

(6) initial in the appropriate block on ENG Form O-4040-R USACE/OCE Publications Processing Document.

d. Action Officers will -

(1) ensure final publications are proofread for grammatical and typographical correctness;

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(2) submit publications through the PRO to the HQUSACE PCO for final review and administrative process and executive approval; and

(3) submit electronic file to PCO in either the HQUSACE approved standard word processing format or Portable Document Format (PDF) for further processing and placement in the USACE publications library.

8. Document Publishing.

a. Electronic Publications. Most USACE Command publications will be published in electronic format. All electronic publications described in this OM will be produced in PDF and will be placed in only one repository located at the following web site: <http://www.usace.army.mil/inet/usace-docs/>. The Adobe Acrobat Reader, which must be used to view and print USACE publications, can be downloaded from the above web site. To view or download a publication, click on the desired publication type (at the above web site). This takes the user to an index of publications (regulations, pamphlets, circulars, manuals, etc.), depending on the publication type selected, listed by directorate or separate office, and by all. From there, click on the desired publication number. This takes the user to a “summary page” titled “Table of Contents” for that particular publication, which provides some general information about the publication. At this point, the publication can be accessed in its entirety or by individual part (i.e., chapter/section/appendix).

b. Printed Publications. Publications with complex information, unique use and/or diverse audiences, such as “pocket-size” pamphlets used during field operations, “classroom training” materials, “handouts” at meetings and conferences, display and distribution to public audiences at parks and recreation facilities, and historical activities (870 series) are the types that may be printed. In these cases, normal printing and distribution practice will be followed, as prescribed in paragraph 10, below.

9. General Writing Guidelines. Effective writing is achieved through the use of words, phrases, and sentences the reader can readily understand. Usually, the consistent observance of a few basic rules is all that is needed to produce a good publication. The following principles apply:

a. All publications should be concise, i.e., be logically organized and have clearly defined objectives.

b. Proper use of grammar (careful choice of words, spelling and punctuation) and syntax (orderly arrangement of parts) must be uppermost throughout.

c. Paragraphs should be carefully organized, with each sentence relevant to the whole. Sentences should be as short as possible for immediacy of meaning and understanding to the

reader

d. The use of abbreviations/acronyms should be held to a minimum and always be in accordance with AR 310-50. Abbreviations/acronyms must be fully explained, written out the first time they appear in the text. Thereafter, they may be cited in the abbreviated mode (except in chapter titles/headings).

NOTE: When referencing a publication, figure, table, paragraph, etc., by title, it should be cited in its entirety. Paraphrasing titles is not permitted.

e. Excessive use of references and cross-references, as well as duplication of information available in other publications, must be avoided.

f. Subject matter should be fully covered so as to produce a well developed, self-contained document.

g. Use neutral language in publications (i.e., do not specify gender). Examples:

(1) Proper - The "commander or a designee" should attend the conference.

(2) Improper - The "commander or his designee" should attend the conference.

h. Avoid use of individuals' names in permanent publications such as regulations, pamphlets, manuals, office memorandums, etc. Avoid personal pronouns in all USACE publications.

10. Publication Preparation and Processing. The following represents a logical progression from beginning to end of publication preparation and processing.

a. Executive Decision. The responsible staff element, acting on a new law, policy, technological developments, or other events that affects the USACE mission and require specific interpretation, reaches the decision to create, revise, or change a publication, assuming proponenty for its preparation and publishing.

b. Preliminary Planning.

(1) Proponent designates action officer with instructions to conduct a preliminary inquiry to assess the probable impact of the publishing requirement on resources at the functional level, and research topics(s) to avoid duplication or conflict of interest in policy making, and explore the feasibility of consolidating the proposed publication with related publications already in existence.

(2) Upon clearance of above issues, proponent directs the preparation of the initial draft,

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beginning with the selection of an applicable medium by consulting the “Decision Logic Table” shown at Appendix A, Table A-1, of this OM.

(3) After applicable publication type has been selected, the action officer will then request a publication control number from the PCO. The criteria governing the assignment of USACE publication numbers is derived from the basic DA classification/numbering system as shown in Table 2-4 of AR 25-30, and from a “USACE special numbers addendum” established to meet specific Corps of Engineers classification requirements. Appendix B contains an excerpt of the DA classification system and the USACE special numbers addendum, together with a full explanation of USACE publications numbering criteria (see Figures B-1 and B-2). -Figure B-3 is a listing of secondary classification by subject matter of the third part of the publication number of an engineer manual.

(4) Publication development is next. Format guidelines are included in paragraph 14, below

(a) In assembling and organizing topic data, material is screened for identification of

- principal text (main body of the publication),
- corollary material (tables, figures, and plates),
- supportive material (appendices), and
- prescribed requirements (forms and reports).

(b) Identified text material (key topic(s)) is subdivided into numbered

- chapters (if applicable)
- sections (if applicable), and
- paragraphs and subparagraphs (not lower than the 3rd level of subordination, i.e., (a), (b), etc.--unless the publication meets the criteria for the “decimal point” system.

(c) Corollary and supportive materials are assembled and sequentially introduced and positioned within the publication.

(d) Forms and reports, if required, are analyzed and properly prescribed.

(5) If copyright material is included, permission must be granted by the copyright owner(s), and a copy of the release must be submitted along with the publication. For further guidelines on copyright material, see Section IV (paragraphs 2-40 and 2-46) of AR 25-30.

(6) When fully compiled, initial draft is submitted by the action officer to the proponent for supervisory review of its technical validity and authorization to proceed.

c. Final Draft Preparation and Coordination.

(1) Upon proponent's approval, action officer prepares final draft and, in conjunction with the PRO of that staff element, ensure draft's adequacy for coordination purposes. Draft must be fully intelligible, i.e., have an acceptable level of readability and be all inclusive, i.e., if forms and/or reports are involved, their requirements must be clearly prescribed and illustrated, as appropriate. For basic guidelines on forms preparation and processing, see Chapter 3 of AR 25-30. For basic guidelines on reporting requirements, see AR 335-15 and USACE Supplement 1.

(2) Action officer prepares ENG Form O-4040-R, USACE/OCE Publications Processing Document, to begin the coordinating process, which includes coordination within the proponent's office (internal) and within HQUSACE (external), as applicable. Every staff element involved in the coordination process will acknowledge its review of the publication by initialing the form. A sample ENG Form O-4040-R is located at Appendix C, Figure C-1. The form is accessible through the USACE forms library, located at the following web site: <http://www.usace.army.mil/inet/usace-docs/forms/formlib-pro/>. FormFlow software is required.

d. Manuscript Preparation, PRO's Review, and Preparation of Administrative Documentation.

(1) Upon completion of the coordination process, the draft is prepared in final format. If forms and/or reports are involved, action officer will ensure these requirements are properly prescribed by consulting with the USACE FMO and/or RCMO.

NOTE: If it is considered that any of these requirements involve time consuming procedures (e.g., OMB approval, concurrence on form design outside HQUSACE, preparation of form instructions involving operational personnel participation, etc.), it is advisable that their preparation take place either before or during the coordination process so as to streamline publication processing as much as possible.

(2) The completed manuscript will be reviewed by the PRO to ensure format compliance of all parts. If the publication meets the established guidelines for printing (which will be determined by the proponent's office), the action officer will prepare the processing documents listed at Appendix C.

e. Final Review and Executive Approval.

(1) At this point the publication is ready for the final stage of processing. This readiness is indicated on the ENG Form O-4040-R both by the proponent's executive approval (signature) and the PRO's initials.

(2) Upon completion of final review process, the PCO will forward the publication to the

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HQUSACE Chief of Staff for approval authority (USACE supplements to Army regulations, engineer regulations, pamphlets, manuals, and office memorandums only). Other publications (circulars and technical letters) require signature approval in the originating directorate and/or division, or separate office.

(3) Publications signed by the Chief of Staff are returned to the PCO for final clearance and processing for placement on the Internet and/or printing, as applicable.

(4) Publishing process for publications signed in directorates or separate offices will be handled the same as those signed by the Chief of Staff.

(5) Once a publication has been posted to the Internet, the PCO will issue an electronic publication notification bulletin to the appropriate USACE staff elements.

11. Types and Selection Criteria for USACE Command Publications. USACE publication types and selection criteria are summarized below:

a. USACE Supplement to Army Regulations (AR). Policy publications created whenever directive-type information peculiar to the Corps of Engineers must be added to **ARs** to implement basic DA policy. They must be approved by the DA proponent of the supplemented AR. A sample format is at Appendix D, Figure D-1 of this OM.

b. Engineer Regulation (ER). Contains policies, responsibilities and procedures of continuing nature, prescribed exclusively for the Corps of Engineers mission. Engineer regulations will not be created in place of supplements to Army regulations. They may include (as appendices) additional documents such as engineer and technical instructions in which the proponent office has the authority to approve. More detailed information is stated in paragraph 15d, below. Sample formats of ERs are at Appendix D, Figures D-2a through D-2d of this OM. Proponents may elect to specifically indicate whether an ER: 1) may be supplemented, 2) will be supplemented, or 3) may not be supplemented by subordinate activities. In such cases, an applicable supplementation statement will be entered immediately under the title, instructing the using activities of supplementation limits, if any, and chain of command review and approval requirements. Standard supplementation statements are as follows:

(1) Supplementation to this regulation is permitted but not required. If supplements are issued, USACE Commanders will provide a copy of their supplement to HQUSACE (proponent office symbol), Washington, DC 20314- 1000 through chain of command channels.

(2) Supplementation to this regulation is required. USACE Commanders will provide a copy of their supplement to HQUSACE (proponent office symbol), Washington, DC 20314-1000, through chain of command channels.

(3) Supplementation to this regulation is prohibited except upon proponent's approval, USACE Commanders will submit their request for approval to HQUSACE (proponent office symbol), Washington, DC 20314- 1000, through chain of command channels.

c. Engineer Circular (EC). Contains policy that is parallel to an ER, i.e., directive in nature, with the difference that applicability will be transitory (one-time occurrence or otherwise temporary). Circulars will remain active for no more than two years from the date of issuance, and the expiration day may not be extended beyond the two years. If a circular has been given an expiration date of less than two years, and it is determined that additional time is required for it to remain active, the proponent may elect to extend the expiration date the full two years (except in the cases of rescissions). Rescissions will expire after one year. If after two years the guidance of a circular is still valid, it must be republished as a regulation. The expiration date on the EC will be positioned immediately above the series title, and will reflect the last day of a quarter, i.e., 31 March (year), 30 June (year), 30 September (year), or 31 December (year). Sample formats for ECs are at Appendix D, Figures D-3a and 3b of this OM. Circulars may not be supplemented.

d. Engineer Pamphlet (EP). This OM addresses two EP types--standard (or procedural) and informational. A standard EP contains functional or procedural information, instructional guidance needed to implement programs or systems directed in regulations. Procedural pamphlets may include the appropriate additional documents (as appendices). Sample formats of standard EPs are at Appendix D, Figures D-4a through 4d of this OM. Informational pamphlets are nonpolicy publications that are designed for information only. They consist of booklets, leaflets, and/or folders on various information, recruitment literature, historical studies, and reference texts. The format varies. It is dictated at the proponent's discretion, depending on the type of information it contains. Pamphlets may not be supplemented.

e. Engineer Manual (EM). Contains technical guidance and directive/non-directive instruction criteria of a continuing nature concerned primarily with engineering and design type projects. For this reason, most EMs are in the 1110 (Engineering and Design) series. Manuals may also include (as appendices) additional documents such as engineer and technical instructions in which a division chief of the proponent office has the authority to approve. Sample formats for EMs are at Appendix D, Figures D-5a and 5b of this OM. Manuals may not be supplemented.

f. Engineer Technical Letter (ETL). Contains "advance" information on design, engineering and construction projects. Technical letters are considered intermediary publications that will eventually be republished in more permanent media. They will remain active for no more than five years from the date of issuance. The expiration date will be positioned immediately above the series title, and will reflect the last day of a quarter. If after five years the guidance of a technical letter is still valid, it must be republished as a manual. Technical letters cannot be used to replace regulations or circulars. Sample formats for TLs are at Appendix D, Figures D-6a and 6b of this OM. Technical letters may not be supplemented.

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g. Office Memorandum (OM). Contains directive- and procedural-type information necessary to carry out specific staffing functions within HQUSACE. An OM is applicable to HQUSACE elements only.

h. Memorandum of Understanding/Agreement. Contains documentation of mutually agreed to statements of facts, intentions, procedures, and parameters for future actions and matters of coordination. Such documentation is not a substitute for formal interservice, interdepartmental, interagency or intraservice support agreements. They are used for the documentation of mutually agreed parameters within which interservice, interdepartmental, interagency, and/or intraservice support agreements will be developed.

i. USACE Miscellaneous Publications. In addition to the above, HQUSACE originates a number of miscellaneous publications. These include charts, Corps of Engineers guide specifications (CEGS), design guides, ENG maps, plans, posters, and a limited number of unnumbered (UN) publications. Generally, the format, preparation, applicability, and availability of these publications are solely a proponent's choice. The PCO's involvement in these publications is largely limited to assignment of the publication numbers and tracking (except CEGS).

12. Revisions/Changes Criteria.

a. Revisions. When one-third or more of a publication is in need of updating, it will be revised, that is, it will be reviewed in its entirety, reorganized if necessary, and rewritten as necessary.

b. Changes. The issuance of changes applies only to publications of 10 or more pages. Publications of less than 10 pages will simply be revised. When less than one-third of a publication is in need of updating, a change to the original document will be issued, involving only the update of specific parts. A change will consist of a "Change Summary", in which pages/sections/chapters to be changed are annotated by their respective number. Every changed page will be identified in the running head by the change number, and the date of the change positioned under the change number. A sample format of a change is at Appendix D, Figures D-7 of this OM.

13. Errata Sheet. The errata sheet is a simplified means to correct single, minor errors/omissions, detected after a document has been published and considered important enough to warrant immediate correction. An errata sheet does not require coordination or executive approval to be published. They are reviewed by the HQUSACE PCO and, upon approval, posted to the USACE publications library. Do not issue an errata sheet to make changes to a document that has been published, and requires updating based on a new policy, law, change in organization/mission, etc. A sample format of an errata sheet is at Appendix D, Figure D-8 of this OM.

14. The Format.

a. Except informational and other uniquely designed pamphlets, all publications will be prepared in the “one-column” format.

b. The following additional guidelines will be used for preparing USACE Command publications, with the exception of USACE Supplements to ARs (which are prepared in accordance with guidelines in AR 25-30) and miscellaneous publications.

(1) Format options. Format may be “basic,” involving a table of contents (optional) and a subdivision into paragraphs, or “complex,” involving a table of contents (not optional) and a subdivision into chapters and/or sections as well as paragraphs. Pamphlets and manuals may include a “Foreword” (Figure D-4d) or a “Summary Page” (Figure D-5a, first page) as the signature authority page.

(2) First page. Except informational pamphlets and other publications with undesignated formats, all publications will include a heading (centered at top of page), a publication number (assigned and controlled by the PCO), the proponent’s office symbol, (if publication has dual proponenty, the primary proponent’s office symbol will be cited first--immediately above the secondary proponent’s office symbol), date (written in full, example, 30 June XXXX), and series and title on the upper portion of the page. Revised publications will include a super-session statement positioned at the bottom of the page immediately under a rule (solid line). The supersession statement will cite by publication number and date every publication that is being superseded by the revised edition, be it another publication or portion thereof, a form, or a report.

(3) Succeeding pages. All succeeding pages, including appendices, forms, figures, and plates will include a “running head,” that is, a two-line entry consisting of the publication number and the date immediately under it (abbreviated, example, 30 Jun XX), positioned on the upper left side on even numbered pages (both lines flush with the left margin), and on the upper right side on odd numbered pages (both lines flush with the right margin). For publications that include landscape tables/figures, the running head and page number may also be in landscape mode.

(4) Margins and construction. Margins will be left justified. Use at least 1- inch margins on all sides of each page, except in the case of unique and informational pamphlets. Chapters/sections and appendices, if involved, will always begin on an odd numbered page.

(5) Font Types and Sizes. The following font types are acceptable for main text: Times New Roman, Courier New, or Arial. Font size for main text should be no less than 12 and no more than 14. Other font types and sizes are acceptable in appendices.

(6) Organization.

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(a) Table of Contents. The table of contents summarizes the publication's contents when it is lengthy, requiring a separate treatment of several concurring topics. The primary subdivision by parts, chapters, and/or sections is then advisable, and often necessary, to focus the reader on the relevance of concurring topics to the central subject of the publication. The secondary subdivision into main paragraphs will follow. The table of contents will not include text divisions lower than the main paragraphs, except in cases where the "decimal point" system is used. It will include appendix titles, if appendices are included. Corollary material, such as tables, figures or plates, should be included only if the inclusion is considered helpful.

(b) Paragraphing and page numbering. Main text paragraphs will have a title written in upper and lower case and underlined. Underlining of subparagraph titles is optional. When format is basic with paragraphs as the primary subdivision, main paragraphs will be numbered by a single digit, e.g., 1., 2., etc. Page numbers will also have a single digit. When format is complex with chapters as primary subdivision, main paragraphs will be numbered by a double digit, e.g., 1-4, in which 1 reflects the chapter number, and 4 reflects the paragraph sequence within the chapter. Likewise, page numbers will also have a double digit. Main paragraphs, whether indicated by a single or double digit, will be positioned flush with the left margin. All subparagraphs, regardless of level, will be indented only once. Subparagraphing is permitted up to the 3rd level of subordination, i.e., (a), (b), etc. Below this level of subordination, the use of dashes or bullets are permitted. In large publications, the traditional complex format of paragraph/section numbering may be substituted with the decimal point system, in which the paragraph numbers consist of the chapter number, a decimal point, and the paragraph/section number within the chapter, i.e., paragraph number 1.1 represents Chapter 1, paragraph/section 1, and 1.1.1 represents Chapter 1, paragraph/section 1, and subparagraph/subsection 1. Page numbers will correspond to the chapter, paragraph/section.

(c) Designation of the first four paragraphs. The designation of the first four paragraphs of all publications listed in this guidance (except USACE supplements to ARs, changes, informational pamphlets, and publications that meet the criteria for the decimal point system) is standard and will be cited as follows:

- [paragraph 1, 1-1, or 1.1] Purpose. This will contain a summary statement giving reason/purpose for issuing the new/revised publication.

- [paragraph 2, 1-2, or 1.2] Applicability. This will contain a standard statement that will read as follows: "This (regulation/circular/pamphlet/manual, etc.) applies to all HQUSACE elements and all USACE commands having responsibility for (state the specific responsibility)."

- [paragraph 3, 1-3, or 1.3] Distribution Statement. This will contain a distribution restriction statement, which will specify the availability for release and dissemination of the publication. More detailed information is included in AR 25-30.

- [paragraph 4, 1-4, or 1.4] References. This will contain, as a minimum, every reference cited in the publication. In citing references, care must be taken to assess their legitimacy, i.e., referenced material must be current, properly authenticated and already published. Unpublished material will not be referenced. Also, temporary and/or transitional publications, such as circulars and technical letters, will not be referenced in permanent USACE publications. If the number of references is more than 20, they will be listed as Appendix A, in which case the reference paragraph will refer the reader to that appendix. If the list of references is lengthy, they should be divided into two groups: "Required" (essential) and "Related" (nonessential). It is strongly recommended that references be kept to a minimum. References that are periodically updated, such as DA and USACE publications will be listed by the number and title (issue date will not be included). Other, one-time, publications will be referenced by number (if any), title, date and source of supply. References will be listed in a descending order of priority, i.e., Public Laws; Executive Orders; Federal Acquisition Regulations (FAR, DFAR, AFAR, and EFAR); Department of Defense Directives and Instructions; DA Publications (AR, DA Pam, FM, TM, and SB); Corps of Engineers Publications (ER, EP, EM, OM, and miscellaneous); followed by publications originated by other Federal agencies and in private sector, if applicable). Within each category, references will be listed in an ascending order, e.g., AR 5-4, AR 36-2, AR 36-7, etc, or ER 70-1-5, ER 70-1-7, ER 70-2-5, EP 25-1-74, EM 1110-1-1003, etc.

NOTE: Subsequent paragraphs will be used to develop subject matter and will be titled as appropriate.

(d) Inclusion of corollary material (tables, figures, and/or plates). Corollary material will be introduced in the main text in sequential order and positioned as close to the introductory narrative as feasible. Corollary material will be numbered in the same way paragraphs and pages are numbered, i.e., if paragraphs and pages are numbered by a single digit, tables and figures will also be numbered by a single digit. The table number and title will be centered above the table. The figure number and title will be centered below the figure.

(e) Inclusion of appendices. Appendices will contain material supportive of the topic introduced in the main text. The purpose of an appendix is to amplify/clarify the text narrative. Just as the tables and figures, appendices will be introduced in the main text in sequential order, and positioned in that order after the last page of text, the page bearing the publication's signature authority--except in cases of pamphlets and manuals that contain a "Foreword" or "Summary Page", as the signature page. Appendices will be designated alphabetically, i.e., Appendix A, Appendix B, etc., and their page numbering indicated by the alphabetical designation plus a sequential number, i.e., A-1, A-2, B-1, B-2, etc. Main paragraph numbering will be identified with a capital letter and an Arabic numeral; the letter representing the appendix and the number representing numerical sequence of the paragraph within the appendix, i.e., the first paragraph of Appendix A will be A-1, the second paragraph will be A-2, etc.). In basic publications that do not have a table of contents, appendices (if any) will be listed on the left side of, and in line with the

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signature authority. In basic publications that have a table of contents and in complex publications, the appendices (if any) will be listed in the table of contents.

(f) Inclusion of glossary. The glossary consists of an explanation of abbreviations and terms. The glossary (if any) will no longer be treated as an appendix. It will be positioned at the end of the publication when there are no appendices included, after the last appendix (when included), or between the last appendix and the index, when both are included.

(g) Prescription of forms. Forms are used to carry out specific functional requirements prescribed by a directive, generally an ER. When forms are required, their purpose must be fully explained and made readily available and understood to the user. The role of forms is to simplify otherwise complex requirements; forms expediency, therefore, depends on the relevance and clarity of the information they contain. Consequently, when creating a form, data elements should be closely analyzed for both relevance and clarity. Prescribed forms will be designated by a control number (assigned by the HQUSACE Forms Management Officer (FMO)) and a title. Locally reproducible forms will have a “-R” after the number, e.g., ENG Form 5000-R. “-R” forms may also be generated electronically, provided data elements and their sequential order are not altered.

(h) Prescription of reports. Reports are created to provide accountability and/or justification of manhours/costs involved in the execution of specific functions/projects. Reports are prescribed mostly in regulations, but may also be prescribed in other type publications. The prescribing directive will contain, as a minimum, the Report Control Symbol (RCS), report title, format, and submission date and frequency.

15. Authentication Requirements for USACE Command Publications.

a. The approval authority of the HQUSACE Chief of Staff is required for the following publications:

- (1) USACE supplements to ARs and changes thereof,*
- (2) engineer regulations and changes thereof,*
- (3) engineer pamphlets and changes thereof,*
- (4) engineer manuals and changes thereof*, and
- (5) HQUSACE office memorandums and changes thereof

b. The approval authority of Directors and Chiefs of Separate Offices is required for engineer circulars including those regarding developmental assignments, but excluding those regarding engineering and design technical policy, which may be approved by the chief of the originating division. Circulars regarding training policy require the signature of the Director of Human Resources.


c. The approval authority of the chief of the originating division is required for engineer technical letters and design guides. Technical letters of joint applicability will be signed by the division chief having primary interest.

d. *In cases where a publication (regulation, manual, or pamphlet--signed by the HQUSACE Chief of Staff) includes appendices that contain such information as engineer/technical instructions, legal/administrative-type information, which may on occasion require amendments, division chiefs of the originating offices have the authority to update and approve the amended appendices (only) as deemed necessary. The updated appendix will include an amendment number, i.e., 1, 2, 3, etc., amendment date, and the basic publication number and date. Example: Amendment #1, Appendix X, 30 July XXXX, EM 1110-3-1234 (31 May XXXX). The proponent office will be responsible for what (if any) impact the new guidance may have on projects/programs, i.e., budgetary/resource or other related requirements. The appendix(es) will include a statement that identifies the approval authority. Sample statement: This amendment was approved by (insert division chiefs name, office symbol, and phone number). The proponent office will ensure that the updated appendices are properly coordinated with the appropriate USACE staff elements and reviewed by the PCO.

e. The approval authority of the chief of the originating division is required for miscellaneous publications as applicable.

FOR THE COMMANDER:

4 Appendices
(See Table of Contents)



RUSSELL L. FUHRMAN
Major General, USA
Chief of Staff

APPENDIX A

Table A-1 - Decision Logic Table for Developing USACE Command Publications

Rule	Publication Contains	Durability/Active Statue	Applies	Publication Type
A-1	Directive-type info peculiar to USACE that must be added to ARs to implement DA policy.	Continuous	Throughout USACE	USACE Supplement to ARs
A-2	Directive-type info concerned with responsibility, policy & procedures prescribed exclusively for USACE mission.	Continuous	Throughout USACE	Engineer Regulation
A-3	Directive-type info parallel to ER, but not firmly established. Suitable to prescribe test-type, one-time, or transitory rqmts. Used also for rescission/transmission docs.	Temporary (not to exceed two years)	Throughout USACE	Engineer Circular
A-4	Functional procedures, instructl guidance, or reference info.	Continuous	Throughout USACE	Engineer Pamphlet
A-5	Techl guidance/instructions (proj/ equip install, opn/maint/repair).	Continuous	Throughout USACE	Engineer Manual
A-6	Directive-type & procedl info (for specific staffing functions).	Continuous	HQUSACE	Office Memo
A-7	Advance info (design, engineer & construction projs).	Transitory/Intermed/Temporary (not to exceed five years)	Throughout USACE	Engineer Tech Letter
A-8	Policy, responsibility & general guidance for continuity of opn & emergency/contingency rqmts.	Continuous	Throughout USACE	Plans
A-9	Pictorial-, placard-, or notice-type display	Limited to program period	Throughout USACE	Poster

APPENDIX B

Publications Numbering System

B-1. The numbering of USACE Command publications is regulated by the Office of the PCO through the use of a numbering system basically derived from the current DA system, but modified to meet specific Corps of Engineers requirements. USACE publications are identified by a three-part number as follows:

a. The first part, representing the basic series, is a number assigned according to a classification by subject matter, as shown in Table 2-4 of AR 25-30 (Figure B-1) and in the USACE special numbers addendum (Figure B-2).

b. The second part, representing the applicable functional area, is a number assigned according to the following criteria:

<u>Number</u>	<u>Functional Area</u>
1	General (broad application, may encompass both Civil Works and Military)
2	Civil Works
3	Army
4	Air Force
5	Other than Army/Air Force (could include Atomic Energy Commission, Navy, Air National Guard, NASA, and Civil Defense)
6	Engineer Support to U.S. Postal Service

c. The third part, representing the numerical order of issuance (control number) within each category (ER, EC, etc.), relative to both the applicable basic series and functional area, is assigned sequentially by the PCO. An exception to this general rule is EMs in the 1110-1 and -2 series, the third part of which is a series number derived from a secondary classification by subject matter, as shown in Figure B-3. The numerical order of issuance (control number) for these EMs is

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expressed by the numbers between each series, e.g., between 2000 and 2100, the number 2001 to 2099 would be assigned sequentially to express the numerical order of issuance for EMs dealing with AConcrete.®

B-2. A numbering sample of a USACE publication may be ER 10-1-2, in which the first part (10) denotes AOrganization and Functions®(Figure B-1), the second part (1) denotes AGeneral (broad application-...)®(para 1b above), and the third part (2) denotes the 2nd publication issued within the 10-1 series.

Table 2-4. Series numbers and titles for administrative publications

Series Number: 1

Title: Administration

Description: Administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, and other support functions not specifically provided for in other series.

Series Number: 5

Title: Management

Description: Policies and principles of Army management doctrine; development and application of work measurements; techniques of work simplification; management review, analysis, and surveys; and other matters pertaining to planning, organizing, directing, and controlling the use of resources not specifically provided for in other series.

Series Number: 10

Title: Organization and Functions

Description: Organization, mission, responsibilities, duties, and functions of DOD and DA.

Series Number: 11

Title: Army Programs

Description: Policies, procedures, and scope of major programs related to the Army mission. Publications concerning programs in specific subject areas are placed in the appropriate subject series.

Series Number: 12

Title: Security Assistance and International Logistics

Description: Responsibilities, policies, functions, and procedures pertaining to security assistance; management, supervision, and conduct of international logistics activities of the Grant Aid and Foreign Military Sales programs. Planning and furnishing of logistical support to meet requirements of foreign governments, international organizations, or forces.

Figure B-1. DA Classification/Numbering System (AR 25-30)

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Series Number: 15

Title: Boards, Commissions, and Committees

Description: Establishment, mission, membership, and functions of boards, commissions, and committees which are internal or external to DA and on which the Army provides representation.

Series Number: 18 (Being converted to 25-70 through 25-89.)

Title: Army Automation

Description: See 25-70 through 25-89

Series Number: 20

Title: Assistance, Inspections, Investigations, and Follow up

Description: Inquiries, investigations, and inspections that are conducted by the Inspector General and other inspectors general and that concern performance of missions and the state of discipline, efficiency, and economy of the DA. Excludes security and criminal investigation and material inspections that are placed in other appropriate subject series.

Series Number: 25

Title: Information Management

Description: Development and implementation of plans, policies, program guidance, and responsibilities for management of Information Mission Area resources; covers activities pertaining to telecommunications, automation, records management, publishing and printing, visual information, libraries, and the establishment of information and reporting requirements. Also includes policies and procedures for control of management information reports and automatic data processing products being generated and distributed within and between Army elements and to agencies external to DA.

a. Subnumbers 25-1 through 25-9, Information Management: Management of Subdisciplines. See 25 series above.

b. Subnumbers 25-10 through 25-29, Information Management: Telecommunications. Policy, direction, planning, testing, and operation of communications and electronics systems such as radio, telephone, teletypewriter, and radar.

c. Subnumbers 25-30 through 25-49, Information Management: Publishing and Printing. Policies and procedures for preparation, review, approval, production, and distribution of official publications; media and numbering; forms management; field printing and duplicating; and

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

implementation of public laws and Government regulations on printing and duplicating. Procedures for issue of command orders and publications. (Criteria for manpower and equipment requirements are placed in the 570 series.) Indexes, Army dictionary, abbreviations, and other issuances necessary to understand Army publications, and DOD and other publications used by the Army.

d. Subnumbers 25-50 through 25-69, Information Management: Records Management. Policies, procedures, and formats for preparing Army correspondence; channels of communication; and office symbols used by the Army. Receipt, distribution, preparation, transmission of mail; control and methods of transmitting official mail; mailing addresses; and implementation of plans, policies, and program guidance pertaining to computer resources that are acquired, developed, operated, managed, or supported by Army elements regardless of design application, capacity, configuration, cost, functional or organizational proponent, user, or source of funding; supervision, coordination, and integration of overall Army automation information; establishment, maintenance, and supervision of standardized and automated systems other matters relating to mail service. Maintenance, evaluation, disposal, retirement, and storage of records for which the Army is responsible; microfilming of Army records; information pertaining to filing equipment; document reproduction; safeguarding nondefense information; and release of information and records contained in Army files.

e. Subnumbers 25-70 through 25-89, Information Management: Automation. Development for DA; and selection, acquisition, and management of Army automation equipment.

f. Subnumbers 25-90 through 25-95, Information Management: Visual Information. Policies, procedures, and responsibilities for directing, planning, programming, and implementing audiovisual system requirements. Includes all still and motion picture photography and television, other than Army-Air Force Motion Picture Service matters that are in the 28 series; also includes organization, functions, and operation of the Army training aids center system.

g. Subnumbers 25-96 through 25-100, Information Management: Libraries-Information Centers. Policies and procedures for management of Army libraries-information centers, guidance on library technology, and establishment of standards, operating procedures, and union lists.

Series Number: 27

Title: Legal Services

Figure B-1. DA Classification/Numbering System (AR25-30) (Continued)

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Description: Judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs; international, foreign, procurement, and contract law; legal assistance for military personnel and their dependents; policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army; trial by courts-martial, including pretrial, trial, and post-trial procedures; nonjudicial punishments; investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved.

Series Number: 28 (Being converted to 215 series.)

Title: Welfare, Recreation, and Morale

Description: See 215 series.

Series Number: 30

Title: Food Program

Description: Commodities, resources, and services used; facilities operated (including commissaries); and functions performed in the supply and service of food.

Series Number: 32

Title: Clothing and Textile Materiel

Description: Functions and procedures regarding the integrated supply management of clothing and textile materiel items. Also includes issue, serviceability, repair, turn-in, and disposition of clothing and textile items in the Army. Excludes descriptions and wearing of items of the uniforms that are contained in the 670 series.

Series Number: 34

Title: Standardization

Description: Standardization of engineering criteria, terms, principles, procedures, materials, items, equipment, parts, assemblies, and subassemblies to achieve uniformity and to effect interchangeability of items. Standardization of tactical doctrine, organization, intelligence, training, operations, administration, and nonmateriel aspects of combat development.

Series Number: 36

Title: Audit

Description: Authority, responsibilities, organization, and policies relating to auditing service

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

in DA; action required on U.S. Army Audit Agency reports; and audit procedures for nonappropriated and similar funds. Policy and procedures relating to audits made by the U.S. General Accounting Office.

Series Number: 37

Title: Financial Administration

Description: Policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, Army management structure and fiscal code, and related reporting.

Series Number: 40

Title: Medical Services

Description: Composition, mission, responsibilities, and functions of the Army Medical Department and its related corps. Covers administration and operation of Army medical treatment facilities; medical, dental, and veterinary care; and medical, dental, and veterinary equipment and supplies.

Series Number: 50

Title: Nuclear and Chemical Weapons and Materiel

Description: Policies, studies and reviews, controls, and operating procedures pertaining to the safety and reliability of nuclear weapons and related materiel, including prevention of weapons; accidents, incidents, unauthorized detonation, and safe jettison. Also includes procurement, storage, handling, transportation, maintenance, stockpile-to-target sequences, and related-accounting and reporting of nuclear weapons and materiel.

Series Number: 55

Title: Transportation and Travel

Description: Transportation planning, programming, and staff supervision of transportation components; movement of Army passengers, cargo, mail, household goods, privately owned vehicles (POVs), and personal baggage by various modes of transportation; use of container express (CONEX) service; customs clearance; travel of Army personnel and dependents; military

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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traffic management activities; and transportation facilities. Publications pertaining to specific modes of transportation and travel are placed in the 56 and 59 series.

Series Number: 56

Title: Surface Transportation

Description: Administration, registration, operation, and management of motor vehicles and motor pools; hiring of motor vehicles; inventory control and reporting; maintenance cost report; safety inspection of POVs; transportation of dependent school children; and use of highways. Operation and control of Army railroads and rail equipment. Also includes organization, functions, operation, and services of Army water terminals and other port activities.

Series Number: 59

Title: Air Transportation

Description: Air movement of persons, baggage, and cargo by the Military Airlift Command or commercial airlift; air traffic facilities and activities; arrangements for air transportation; and aerial terminals and ports.

Series Number: 60

Title: Exchange Service

Description: Establishment, management, operation, and control of Army exchanges on a worldwide basis (the Army and Air Force Exchange Service and exchanges at installations).

Series Number: 66

Title: Courier Service

Description: Procedures and instructions pertaining to transmission of material requiring protected handling by military courier. Includes organization of the Armed Forces Courier Service, responsibilities of couriers, material authorized for transmission, transportation systems, and forms and records required.

Series Number: 70

Title: Research, Development, and Acquisition

Description: Policies, procedures, and standards for research, development, and acquisition. Includes production of scientific and technical studies to seek new basic knowledge from which techniques for new and improved equipment, materiel, methods, and use of human resources can be devised and introduced into the Army inventory; studies to establish technical adequacy and

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

qualitative characteristics of materiel; exchange of and access to technical and scientific information; collaboration on changes and modifications of development items based on results of studies and tests; and policies and procedures for materiel acquisition system management.

Series Number: 71

Title: Force Development

Description: Development and formulation of new or revised doctrines, organizations, materiel objectives and requirements and their integration into the Army; requirements for a projected force structure; establishment of quantitative operational requirements for new equipment; procedures for preparation and publication of authorization documents; and modernization and replacement of existing equipment.

Series Number: 73

Title: Test and Evaluation

Description: Policies, procedures, responsibilities, and standards for the Army's test and evaluation mission; implements the policies and procedures contained in DOD directives, instructions, and manuals regarding test and evaluation; includes test and evaluation policy, guidance, and responsibilities for systems acquired in support of 25- and 70-series regulations; discusses activities such as developmental and operational test and evaluation; Test and Evaluation Master Plan; critical operational issues and criteria; software test and evaluation; models and simulations in support of test and evaluation; test support packages; and instrumentation, targets, and threat simulators.

Series Number: 75

Title: Explosives

Description: Responsibilities and procedures in connection with explosive ordnance disposal, use, safety, and disposition of explosives.

Series Number: 95

Title: Aviation

Description: Army flight regulations and operations; military aircraft identification and security control; Army aviator flying proficiency and instrument qualification, ratings, logging of flying

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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time, and records; investigation of flight violations; flight information and navigational aids; flying safety; airfields and heliports; and techniques, procedures, and personnel qualifications involved in flight training. Publications pertaining to aircraft and aircraft materiel as items of equipment or supply are placed in the applicable 700 series.

Series Number: 105 (Being converted to 25-10 through 25-29.)

Title: Communications-Electronics

Description: See 25-10 through 25-29.

Series Number: 108 (Being converted to 25-90 through 25-95.)

Title: Audiovisual Services

Description: See 25-90 through 25-95.

Series Number: 115

Title: Climatic, Hydrological, and Topographic Services

Description: Army requirements for weather service information such as forecasting, surface and upper air observations, and scientific and climatological services of the Air Weather Service Procedures covering hydrological matters. Production, procurement, storage, and distribution of maps, geodesy, and related materials, as well as other topographic and geodetic data.

Series Number: 130

Title: Army National Guard

Description: Organization of the ARNG and functions of the NGB. National Guard air defense program and personnel and logistical support. Excludes publications that are generally related to USAR and Reserve Components (including both the National Guard and USAR); these publications are placed in the 135 or 140 series.

Series Number: 135

Title: Army National Guard and Army Reserve

Description: Organization, administration, training, and logistical support of the Reserve forces (the National Guard and USAR). Includes voluntary and involuntary order to active duty of individual members and units of the Reserve forces and call to active duty of ARNG units. Publications pertaining to the ARNG and USAR singly are placed in the 130 and 140 series; those pertaining to Reserve Component personnel on active duty are placed in the appropriate subject series.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

Series Number: 140

Title: Army Reserve

Description: Mission, organization, administration, and training of the USAR and functions relating primarily to the USAR, including but not limited to facilities, equipment, logistical support, procurement, management, and separation of USAR personnel. Publications concerning USAR personnel on active duty are placed under the appropriate subject series.

Series Number: 145

Title: Reserve Officers' Training Corps

Description: Functions, responsibilities, organization, and procedures concerning the administration of the junior and senior divisions of the Army ROTC program and divisions of the National Defense Cadet Corps.

Series Number: 165

Title: Religious Activities

Description: Functions and duties of chaplains and auxiliary chaplains; religious programs, including services, sacraments, and rites; use of chapels and similar activities; character guidance; and religious reports.

Series Number: 190

Title: Military Police

Description: Enforcement of military discipline; physical security; traffic control; control over firearms and dangerous weapons; and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners.

Series Number: 195

Title: Criminal Investigation

Description: Functions and procedures related to investigation of criminal incidents affecting or involving U.S. Army personnel, U.S. Government property under Army jurisdiction, or civilian personnel subject to Army investigation. Includes matters pertaining to evidence, polygraph, special funds, selection, and identification of investigators and other matters appropriate to criminal investigation activities.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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Series Number: 200

Title: Environmental Quality

Description: Actions relating to Army environmental management, including programs, policies, instructions, and activities. Matters affecting the quality of the human environment such as impact on the atmosphere, natural resources, water, and the community.

Series Number: 210

Title: Installations

Description: Responsibilities of installation commanders and administrative and management functions pertaining to installations. Subject functional areas include activation and inactivation, site and master planning, quarters and housing, commercial solicitation, financial-institutions, sale of products and services, and similar functions applicable at installation level and not specifically provided for in other series.

Series Number: 215

Title: Morale, Welfare, and Recreations

Description: Responsibilities and procedures for operation of the special services program Army-wide, which includes entertainment, sports participation at various levels, crafts, motion picture services, libraries (other than law), service clubs, and other forms of recreation and welfare.

Series Number: 220

Title: Field Organizations

Description: Mission, functions, organization, and status of field-type units and activities. Actions affecting field units such as activation and inactivation, movement, training, mission readiness, and unit documents such as rosters and journals.

Series Number: 230

Title: Nonappropriated Funds and Related Activities

Description: Administration of the accounting for nonappropriated funds and activities financed from nonappropriated funds.

Series Number: 235

Title: Industrialized Activities and Labor Relations

Description: Establishment and operation of commercial and industrial-type activities managed

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

by the Army to provide products and services and procurement of contract support services. Matters concerning industrial labor relations, involving unions, contractors, and industry in connection with supplies and services furnished the Government under contract.

Series Number: 290

Title: Cemeteries

Description: Development, operation, maintenance, administration, and responsibility for Army national cemeteries and for post cemeteries under the jurisdiction of the Army.

Series Number: 310 (Being converted to 25-30 through 25-49.)

Title: Military Publications

Description: See 25-30 through 25-49m

Series Number: 325

Title: Statistics

Description: Policies, procedures, techniques, and standards applicable to the compilation and presentation of statistical data for use within DA and clearance of statistical material for release outside DA.

Series Number: 335 (Being converted to 25-1 through 25-9.)

Title: Management Information Control

Description: See 25-1 through 25-9.

Series Number: 340 (Being converted to 25-50 through 25-69.)

Title: Office Management

Description: See 25-50 through 25-69.

Series Number: 350

Title: Training

Description: Instruction of personnel in performance of military functions and in tasks and exercises to increase unit combat readiness. Includes basic training and individual training in

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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military techniques, doctrines, and tactics. Also includes on-the-job training for military or civilian personnel such as supervisory, management, first aid, security, recognition, and physical training. Excludes subjects in the 351, 352, and 621 series.

Series Number: 351

Title: Schools

Description: Training and education received in service and military-type schools and hospitals, including Army-sponsored training courses arranged with civilian institutions where the applicant is selected and related expenses are paid by the Army. Includes educational opportunities provided through branch service schools, officer candidate schools, the U.S. Military Academy, the Army War College, the Command and General Staff College, and similar schools and colleges.

Series Number: 352

Title: Dependents' Education

Description: Planning, supervising, and conducting dependents' schools and educational systems and programs.

Series Number: 360

Title: Army Public Affairs

Description: Public information objectives, principles, and procedures; review, clearance, and release of public information; internal information and community relations programs; speakers programs; relations with public news media and industry; and field press censorship.

Series Number: 370 (Being converted to 25-96 through 25-100.)

Title: Libraries-Information Centers

Description: See 25-96 through 25-100.

Series Number: 380

Title: Security

Description: Identification, classification, downgrading, declassification, dissemination, and protection of defense information; storage and destruction of classified matter; industrial security; investigations involving compromise of classified information; access to classified data; and other matters pertaining to security. Also policies, responsibilities, and functions as they affect security and defense on a national level. Protection and preservation of the military, economic, and productive strength of the United States, including the security of the Government in domestic and foreign affairs.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

Series Number: 381

Title: Military Intelligence

Description: Collection, identification, evaluation, control, classification, and dissemination of general and technical intelligence data. Matters relating to subversion, espionage, and counterintelligence activities.

Series Number: 385

Title: Safety

Description: Administration of the Army Safety Program, which is directed toward accident prevention Army-wide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, ensuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accidents and incidents. Some other elements of safety are placed in respective subject series.

Series Number: 405

Title: Real Estate

Description: Acquisition, jurisdiction, utilization, granting temporary use, and disposal of real estate.

Series Number: 415

Title: Constructions

Description: Construction at military installations and facilities under DA control, including design, funding, and awarding of contracts and administration of construction programs. Excludes civil works construction, master planning (see 210 series), and work classified as maintenance and repair (see 420 series).

Series Number: 420

Title: Facilities Engineering

Description: Activities pertaining to the maintenance and repair of real property, operation of utilities plants and systems, fire prevention and protection, minor construction (addition expansion, alteration, conversion, or replacement of an existing real property facility), abatement

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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of environmental pollution, management of natural resources (land, forest, fish, and wildlife), and related facilities engineering functions and services (custodial services, entomological services, refuse collection and disposal, snow removal, and ice alleviation).

Series Number: 500

Title: Emergency Employment of Army and Other Resources

Description: Actions involved in preparing for war or emergencies, bringing the Army to a state of readiness, and assembling and organizing personnel, supplies, and other resources for active military service. Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency actions and measures taken during riots, demonstrations, other disorders, floods, earthquakes, storms, fires, and accidents. Planning and operations in support of the National Civil Defense Program. Publications pertaining to specific subjects concerning emergency employment or mobilization are placed in the appropriate subject series.

Series Number: 525

Title: Military Operations

Description: DA Command and Control System and other requirements for combat operational information; activities and functions in support of military operations; resources and equipment used; lessons learned; search and rescue operations; and strategic and tactical planning. Includes use of propaganda and other psychological, political, military, economic, and ideological actions designed to create or influence in friendly, neutral, or hostile foreign groups the opinions, attitudes, and behavior in support of national and military objectives.

Series Number: 530

Title: Operations and Signal Security

Description: Policies, responsibilities, and procedures for operations security, communications security, electronic security, control of compromising emanations, and related matters.

Series Number: 550

Title: Foreign Countries and Nationals

Description: Matters pertaining to foreign nations and countries that affect the Army and military and civilian personnel. Subjects relating to foreign nationals as individuals such as visits to U.S. military activities, training, and orientation by the U.S. Army. Publications that concern foreign countries and that are in specific subject areas are placed in the appropriate subject series.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

Series Number: 570

Title: Manpower and Equipment Control

Description: Criteria for authorizing, allocating, utilizing, and programming for military and civilian manpower and equipment. Includes criteria for establishing manpower and equipment requirements in Army authorization documents. Procedures for preparation and publication of authorization documents will be numbered 25-30 through 25-49.

Series Number: 600

Title: Personnel--General

Description: Subjects pertaining to military and civilian personnel not specifically provided for in other 600 series or subjects containing procedures pertaining to more than one personnel series.

Series Number: 601

Title: Personnel Procurement

Description: Appointment of officer personnel, enlistment and reenlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of military personnel into the Army.

Series Number: 602

Title: Soldier-Materiel Systems

Description: Policies, procedures, and standards for integrating the development of systems and materiel with the capabilities and performance of people. Includes human factors engineering; computer-assisted instruction; devices for personnel testing, interviewing, and training; automated physical examinations; and similar areas in which the human, personal, and personnel aspects and the materiel aspects require joint attention.

Series Number: 604

Title: Personnel Security Clearance

Description: Granting, denial, suspension, and revocation of security clearances of DA personnel, both military and civilian, for access to classified defense information. Activities affecting loyalty or suitability of personnel for security clearances. Special requirement for clearances of personnel with certain duties and positions. Excludes types of personnel security investigations and conduct of such investigations that are placed in the 381 series.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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Series Number: 608

Title: Personal Affairs

Description: Matters of personal concern to the soldiers, their dependents, and the community such as insurance, social security, voting, citizenship, and handling and responsibility for personal property. Subjects such as welfare and morale, Army Emergency Relief, and education are placed in specific subject series.

Series Number: 611

Title: Personnel Selection and Classification

Description: Methods and procedures for identifying skills and abilities of military personnel, testing, and awarding military occupational specialties for use in assignment to related duties and jobs.

Series Number: 612

Title: Personnel Processing

Description: Processing of military personnel upon entry into the Service, in a training or temporary unassigned status, upon assignment overseas and return, and for separation from the Service.

Series Number: 614

Title: Assignments, Details, and Transfers

Description: Length of duty tours, assignment of personnel to special organizations and duties, permanent change of station and temporary duty, assignment restrictions, and details and transfers of military personnel. Also includes assignments, transfers, and other personnel actions between the Services involving Army personnel and uniformed members of the other Services.

Series Number: 616

Title: Personnel Utilization

Description: Functions, procedures, and techniques to maintain the personnel posture of the Army. Effective use of soldiers and their skills and abilities. Publications relating to manpower management and utilization of manpower resources are placed in the 570 series.

Series Number: 621

Title: Education

Description: Army programs to improve the general educational level of military personnel,

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

provisions for nonmilitary opportunities and services, and scholarships, fellowships, and grants offered by civilian institutions. Excludes training in military schools (351 series) and dependents' education (352 series).

Series Number: 623

Title: Personnel Evaluation

Description: Measurement of the performance of soldiers in their duty assignments or as students, through the use of evaluation reports, academic reports, and similar rating systems.

Series Number: 624

Title: Promotions

Description: Criteria relating to the promotion in grade of officer and enlisted personnel. Includes procedures pertaining to selection boards, announcements of zones of consideration, and issuance of recommended promotion lists.

Series Number: 630

Title: Personnel Absences

Description: Leaves of military personnel, including types, entitlements, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a, desertion status; and absences from regular duty or post because of pass, authorized administrative absences, or public holiday.

Series Number: 635

Title: Personnel Separations

Description: Separation of military personnel from the Service through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from the rolls; types of discharge and reasons for discharge; and physical evaluation of individuals for retention, separation, or retirement.

Series Number: 638

Title: Deceased Personnel

Description: Responsibilities, organization, and procedures applicable to the Mortuary Affairs Program, which provides for the recovery, identification, care, and disposition of deceased personnel for whom the Army is responsible. Includes disposition of personal effects of deceased personnel.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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Series Number: 640

Title: Personnel Records and Identification of Individuals

Description: Initiation, transmittal, maintenance, and disposition of personnel files; documents authorized for inclusion in personnel files; location of military personnel records; and access to records by authorized individuals. Preparation, issue, use, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify DA personnel for various reasons.

Series Number: 670

Title: Uniform and Insignia

Description: Items of the uniform and insignia worn by soldiers, including the materials, design, manner, and occasions for wearing. Uniforms and allowances for civilians whose special positions or duties requires wearing a uniform.

Series Number: 672

Title: Decorations, Awards, and Honors

Description: Design, eligibility, presentation, and wearing of medals, decorations, badges, and tabs; unit awards and streamers; and special awards and honors for outstanding service or accomplishment. Army Incentive Awards Program. Supply, manufacture, and sale of decorations and appurtenances. Honors and ceremonies accorded distinguished visitors. Salutes, honors, and visits of courtesy.

Series Number: 680

Title: Personnel Information Systems

Description: Functions and procedures pertaining to personnel accounting and reporting of data concerning soldiers and civilians. Preparation, transmission, and processing of data and production of finished reports, statistics, and other forms of output pertaining to personnel.

Series Number: 690

Title: Civilian Personnel

Description: Administration of the Civilian Personnel Program, including recruitment, placement, details, career development, employee-management relations, and other related matters. The civilian personnel matters, such as uniforms, incentive awards, and pay, are placed in specific subject series.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

Series Number: 700

Title: Logistics

Description: Logistics policies, procedures, and support covering supplies, equipment and facilities in several different logistical areas. Publications pertaining to a specific logistical function are placed in the appropriate 700 series.

Series Number: 701

Title: Logistics Plans

Description: Policies and procedures pertaining to development, preparation, and supervision of plans to support the Army Materiel Plan. Includes but is not limited to plans for procurement of items, distribution of newly adopted or modernized principal items of equipment, control or items in short supply, war planning, and other plans in keeping with changing Army logistics requirements.

Series Number: 702

Title: Product Assurance

Description: Policies, procedures, and techniques governing the product assurance of materiel throughout the materiel life cycles, including materiel reliability and maintainability, quality engineering, quality control, quality assurance, and assessment of products (or system) effectiveness.

Series Number: 703

Title: Petroleum Management

Description: Policies and procedures relating to management of petroleum, petroleum products, related material, and associated equipment. Includes procurement, storage, distribution, transportation, issue, control, use, sale, quality surveillance, budgeting, funding, accounting, reporting, and disposal of excess.

Series Number: 708

Title: Cataloging of Supplies and Equipment

Description: Policies and procedures for naming, identifying, classifying, numbering, and coding items of supplies and equipment used in DA and DOD.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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Series Number: 710

Title: Inventory Management

Description: Control of items of supply within the supply system , including procedures for establishing and maintaining requisitioning objectives and maintaining inventory data on the quantity, location, and condition of supplies and equipment due in, on hand, and due out; for determining quantities of materiel available and/or required for issue; and for facilitating distribution and management of materiel.

Series Number: 715

Title: Procurement

Description: Procurement of material and services through purchase or contract from sources outside the Army. Includes such functions as priorities and allocations, procurement inspection, and quality control; high-dollar parts; small business procedures; and open-end contract information.

Series Number: 725

Title: Requisition and Issue of Supplies and Equipment

Description: Procedures pertaining to requisitioning and issue of supplies and equipment. Includes special requisitioning and issue systems such as Military Standard Requisitioning and Issue Procedures.

Series Number: 735

Title: Property Accountability

Description: Authority, policies, and procedures governing accounting for Army property in terms of both monetary value and quantity. Includes pricing; accounting for lost, damaged, and destroyed property; reports of surveys fixing responsibility; and financial inventory accounting for materials and property.

Series Number: 740

Title: Storage and Supply Activities

Description: Organization, mission, and functions of Army depots; establishments, status, and use of store and warehousing facilities; warehousing and depot operations; and performance measurement. Placement of supplies and equipment in storage, including the receipt, handling, packaging, preserving, inspection incident to storage functions, and reissue of materiel.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

Series Number: 742

Title: Inspection of Supplies and Equipment

Description: Examination, testing, and surveillance of the physical condition, serviceability, and usability of materiel in use or in storage for conformity with prescribed quality standards and safety procedures. Inspections relating to procurement or maintenance are placed in the appropriate subject series.

Series Number: 746

Title: Marking, Packing, and Shipment of Supplies and Equipment

Description: Painting and marking of Army materiel for identification. Preparation of materiel for shipment (cleaning, preserving, packing, packaging, and marking), loading, and escorting of shipments.

Series Number: 750

Title: Maintenance of Supplies and Equipment

Description: Actions taken to retain materiel in a serviceable condition or to restore it to serviceability, repair, rebuild, and reclamation. Includes activities and operations responsible for maintenance functions.

Series Number: 755

Title: Disposal of Supplies and Equipment

Description: Reporting, using screening, redistributing, and disposing of excess, surplus, and foreign excess personal property.

Series Number: 840

Title: Heraldic Activities

Description: Authority for and description, display, and use of flags, guidons, tabards, and automobile plates used by Army organizations and personnel.

Series Number: 870

Title: Historical Activities

Description: Preparation and use of historical data and studies; administration of the Army Historical Program; organizational history, lineage, and honors; establishment and maintenance of museums; historical services; and acquisition, accountability, and disposition of historical properties.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

OM 25-1-51
30 Jun 99

Series Number: 920

Title: Civilian Marksmanship

Description: Promotion of civilian rifle practice, including matches and competition in the use of rifled arms. Includes organization, functions, and responsibilities of the National Board for Promotion of Rifle Practices and the Office of Director of Civilian Marksmanship. Also pertains to the issue of arms, ammunition, and supplies to civilians and the procurement and award of trophies, badges, and medals.

Series Number: 930

Title: Service Organizations

Description: Organization and functions of the Veterans= Administration (VA) and VA field activities; procedures for exchange of records between VA and DA; and services provided by VA and recognized veterans organizations. Authority, benefits, eligibility for admission and other matters relating to the U.S. Soldiers= Home, Washington, DC. Authority, organization, operations, and procedures of the Army Emergency Relief. Mission and operations of the United States Organization, Inc.; logistical support, privileges, and services provided by the Army; and USA services provide to the Army. Mission and operations of the American National Red Cross; support, privileges and facilities provided by the Army; and use of Red Cross services by the Army.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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30 Jun 99

Series Number: 1105

Title: Planning

Description: Formulation and evaluation of plans, projects, and programs for the development of water resources and related activities (Civil Works). Also for military construction projects, including pre-authorization, post-authorization, and modification activities of a planning nature preceding detailed design and implementation. Includes preliminary, feasibility, and definite scope studies and reports, master planning, and flood plain management. Specific aspects include engineer planning, economics and evaluation, environmental considerations, non-Federal responsibilities and cost sharing, reports preparation and processing, and pertinent coordination and information activities.

Series Number: 1110

Title: Engineering and Design

Description: Design of military, civil, and other agency construction projects including creation of design criteria, concept plans, guide and contract specifications, and requisite drawings of architectural construction and mechanical details for contract purposes. Actions pertaining to investigation of current and proposed technologies for application to Corps of Engineers projects.

Series Number: 1115

Title: Systems Engineering Support

Description: Activities to support development of Corps of Engineers System Engineering plans and requirements as related to design of complex or high performance facilities real property or plant electro-mechanical systems during criteria development, design, construction, and initial site activation phases; includes development/implementation programs as well as specifying and preparing documentation for operations research, standardization, configuration management, maintainability, reliability, and training; preparation of operations and maintenance, and logistics data; provisioning of repair parts, tools and test equipment; and providing procurement support. (NOTE: This series is established to primarily satisfy the mission requirements of the U.S. Army Engineering and Support Center (CEHNC)).

Series Number: 1125

Title: Plant

Description: Formulation and implementation of criteria and procedures for design, construction, assignment, operation, maintenance, repair, loan, and utilization of Civil Works floating and land plant, aircraft, radio equipment, and network systems, shops and yards, personal property and facilities.

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30 Jun 99

Figure B-2. USACE Special Numbers Addendum

Series Number: 1130

Title: Project Operation

Description: Policy and procedures governing the day-to-day operations of projects in service. Publications on safety, physical security, and some elements of administration will be placed in their respective subject areas.

Series Number: 1135

Title: Pubic Hearings

Description: Requirements for, policy on, conduct of, and documentation of public hearings in connection with proposed public works projects.

Series Number: 1140

Title: Work for Others

Description: Policy practices and procedures governing work performed for other Federal agencies, state, and local governments, foreign governments and private parties.

Series Number: 1145

Title: Civil Regulatory Functions

Description: Actions involving regulatory functions assigned by law to the Corps of Engineers including, but not limited to, issuance of permits, removal of obstructive wreckage from navigable waterways, harbor, and bulkhead lines, piers or dolphins in navigable streams delineation of anchorage and quarantine areas, disposal of soil in or adjacent to navigable waters. **(Excludes licenses and permits granted at reservoir projects which are in the 405 series (real estate)).**

Series Number: 1150

Title: Local Cooperation

Description: Actions pertaining to administration of the local cooperation provisions of project authorizations approved by Congress.

Series Number: 1160

Title: Cost Allocation for Multiple-Purpose Projects

Description: Policy and procedures governing the allocation of operating costs to the separable features of public works water projects.

Figure B-2. USACE Special Numbers Addendum (Continued)

Series Number: 1165

Title: Water Resource Policies and Authorities

Description: Activities pertaining to the administration of laws governing water resources as assigned by Congress to the Secretary of the Army and the Corps of Engineers.

Series Number: 1180

Title: Contracts

Description: Implementation of Defense Acquisition Regulation (DAR) and Army Procurement Procedure (APP).

Series Number: 1190

Title: Civil Preparedness

Description: Implementation of DoD guidance on civil preparedness activities assigned to the Corps of Engineers.

Figure B-2. USACE Special Numbers Addendum (Continued)

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<u>Series Number</u>	<u>Subject Covered</u>
400	Recreation
500	Wastewater Program
1000	Photogrammetric Mapping (Surveying)
1100	(not assigned)
1200	Environmental Engineering
1300	Cost Estimates
1400	Hydrologic and Hydraulic Analyses
1500	Sedimentation and Debris Investigations
1600	Hydrologic Design
1700	Hydro Power
1800	Subsurface Investigations
1900	Soil Mechanics Design
2000	Concrete
2100	Working Stresses for Structural Design
2200	Gravity Dam Design
2300	Earth Embankments
2400	Structural Design of Spillways and Outlet Works
2500	Wall Design
2600	Navigation Lock and Dam Design
2700	Crest Gates
2800	Control Gates and Valves
2900	Design of Miscellaneous Studies
3000	Hydroelectric Power Plants
3100	Pumping Stations
3200	Electrical and Mechanical Design
3300	Beach Erosion Studies
3400	Paint
3500	Foundation Grouting
3600	Reservoir Regulation
3700	Corrosion Mitigation
3800	Excavation
3900	Levees and Channel Protection
4000	Hazardous and Toxic Radioactive Waste (HTRW)
5000	Dredging
6000	Earthquakes

Figure B-3. Third part number designations applicable to EMs in 1110-1 and 1110-2 series.

APPENDIX C

Rec'd CEIM-IV _____			Returned to Proponent _____			Rec'd in CEIM-IV _____		
USACE/OCE PUBLICATIONS PROCESSING DOCUMENT <small>(For use of this Form see OM 25-1-51)</small>						EXPIRATION DATE <i>(Eng Circular Only)</i>		
PUBLICATION TITLE Enter title of the publication being produced.						PUBLICATION NUMBER ER/EP/EM/EC/ETL/OM/other XX-1-XX		
						PUBLICATION DATE 31 Jan 99		
SUPERSEDES <i>(Cite Publication(s))</i> Enter the number(s) of all publications being superseded (if applicable). Otherwise enter "NA".						NO. OF PAGES <i>(Manuscript)</i> Enter page count of publication		
ACTION OFFICER Enter name of point of contact			INIT. Self expl	DATE 1 Jan 99	TELE. EXT. 304 238-1234	PROONENT OFFICE SYMBOL Self explanatory		
RESUME/REASONS FOR PUBLICATION Enter brief explanation of why the publication is being established/revised.								
REVIEW AND COORDINATION								
INTERNAL (PROONENT)				EXTERNAL (OTHER HQUSACE/OCE ELEMENTS)				
NAME/OFFICE SYMBOL		INITIAL	DATE	NAME/OFFICE SYMBOL		INITIAL	DATE	
Use this side for proponent office(s)		Prop ofc initials		Use this side for other (HQ) office(s)		Other ofc initials		
Publications Review Officer:				Requests the following actions be taken:				
PROONENT EXECUTIVE APPROVAL <i>(This publication complies with guidance contained in OM 25-1-51.)</i>				Print publication: <input type="checkbox"/> YES <input type="checkbox"/> NO				
				Place publication on INET: <input type="checkbox"/> YES <input type="checkbox"/> NO				
NAME AND TITLE <i>(Type or Print)</i> Mr/Ms John/Jane J. Government, Title (Director/Deputy/Exec Director),				CECC-C Publication required in Federal Register <i>(If yes see ER 25-1-98)</i>				
				<input type="checkbox"/> YES <input type="checkbox"/> NO				
SIGNATURE								
ADMINISTRATIVE PROCESSING AND EXECUTIVE APPROVAL								
TO	USACE ELEMENT	INITIAL	DATE	TO	USACE ELEMENT	INITIAL	DATE	
1.	CEIM-I			3.	CECS-X			
R E V I E W	a. Publications <i>(CEIM-IV)</i>			4.	CECS <input type="checkbox"/> APPROVAL <input type="checkbox"/> SIGNATURE			
	b. Forms <i>(CEIM-IV)</i>			5.	CEIM-IV <i>(Date Returned)</i>			
	c. Recordkeeping Requirements <i>(CEIM-IR)</i> <i>(AR 25-400-2, Chapter 2, Para 2-1)</i>			6.	CEHEC-IM-P <i>(Date Received for printing)</i>			
	d. Reports Control <i>(CEIM-IR)</i>			7.	REQUISITION NO.	EST DELIVERY DATE		
2.	CEIM-IV <i>(Publications Ctrl Officer)</i>			8.	CEIM-IV <i>(Posted to INET)</i>			

ENG FORM O-4040-R, Feb 98

EDITION OF MAR 96 IS OBSOLETE.

(Proponent: CEIM-IV)

Figure C-1. Sample ENG Form O-4040-R

OM 25-1-51
30 Jun 99

Forms required for Processing Printed Publications
(APPLICABLE ONLY TO HARD COPIES)

The following forms are required for processing printed publications:

C-1. DPS 5603/1/2/3/4, Publications Running Sheet, is available through CEHEC-IM-PP.

C-2. ENG Form O-2309, Publications Initial Distribution List (required for all NEW printed publications), is available through the USACE electronic forms library. FormFlow software is required.

C-3. DD Form 283, Defense Printing Service Requisition-Short Form, may be ordered through the USACE publications depot (CEHEC-IM-PD).

C-4. DD Form 67, Form Processing Action Request (required for each new/revised form prescribed by the document being processed for publication), is available at the following web site: <http://www.usapa.army.mil/forms/>. FormFlow software is required.

APPENDIX D

Publication Format Samples

OM 25-1-51
30 Jun 99

USACE Suppl 1 to AR XX-X

CEXX-X

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

USACE Suppl 1
to AR XX-X

Date
(right flush
with pub no.)

Series Title (Initial Cap)
SUPPLEMENT TITLE (ALL CAPS)

AR XX-X, date, is supplemented as following:

Page X, Paragraph X. Add the following.

Cite supplementation.

Follow this process throughout the supplement.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-1. Sample format of a USACE supplement to an Army regulation

OM 25-1-51
30 Jun 99

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER XX-X-1

CEXX-X

Regulation
No. XX-X-1

Date
(right flush
with pub no.)

Series Title (Initial Cap)
REGULATION TITLE (ALL CAPS)

TABLE OF CONTENTS

Paragraph	Page
1. Purpose.....	1
2. Applicability.....	1
3. Distribution Statement.....	1
4. References.....	1
5. Remaining paragraphs to follow.....	

APPENDIX(ES)

Appendix A - Title of appendix.....	A-1
Appendix B - Title of appendix.....	B-1

LIST OF TABLES (if applicable)

Table 1 - Title of table.....	
Table 2 - Title of table.....	

LIST OF FIGURES (if applicable)

Figure 1 - Title of figure.....	
Figure 2 - Title of figure.....	

OM 25-1-51
30 Jun 99

CEXX-X

Regulation
No. XX-X-1

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER XX-X-1

Date
(right flush
with pub no.)

Series Title (Initial Cap)
REGULATION TITLE (ALL CAPS)

Supplementation Statement

1. Purpose. Cite purpose of regulation.
2. Applicability. Cite organizations which the regulation applies.
3. Distribution Statement. Cite distribution limitation.
4. References. If more than 20, cite one of the following statements: **¶**Required and related references are at Appendix A@, or **¶**References are at Appendix A@.
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
(See Table of Contents)

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

OM 25-1-51
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ER XX-X-1
Date

APPENDIX A

Title

A-1

Figure D-2a (continued)

D-5

OM 25-1-51
30 Jun 99

CEXX-X	DEPARTMENT OF THE ARMY U.S. Army Corps of Engineers Washington, DC 20314-1000	ER XX-X-2
Regulation No. XX-X-2		Date (right flush with pub no.)

Series Title (Initial Cap)
REGULATION TITLE (ALL CAPS)

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1. Title		
Purpose	1-1	1-1
Applicability	1-2	1-1
Distribution Statement	1-3	1-1
References	1-4	1-1
Chapter 2. Title		
Applicable paragraph titles	2-1	2-1
Remaining chapters to follow		
Appendix A - Title		A-1
Remaining appendices to follow		
Glossary		Glossary-1

Figure D-2b. Sample format of a **Acomplex@** new regulation without supplementation statement, and with appendix(es) and glossary

CHAPTER 1

Title

- 1-1. Purpose. Cite purpose of regulation.
- 1-2. Applicability. Cite organizations which the regulation applies.
- 1-3. Distribution Statement. Cite distribution limitation.
- 1-4. References. If more than 20, cite one of the following statements: ~~A~~Required and related references are at Appendix A@, or ~~A~~References are at Appendix A@.
- 1-5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination
- 1-6. Next Main Paragraph Title.
- 1-7. Next Main Paragraph Title.
- 1-8. Next Main Paragraph Title.

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30 Jun 99

ER XX-X-2
Date

1-9. Next Main Paragraph Title.

Remaining paragraphs to follow.

1-2

Figure D-2b (continued)

D-8

OM 25-1-51
30 Jun 99

ER XX-X-2
Date

CHAPTER 2

Title

2-1. Main Paragraph Title.

a. Subparagraph title (if applicable)

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
(See Table of Contents)

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

2-1

Figure D-2b (continued)

D-9

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30 Jun 99

ER XX-X-2
Date

APPENDIX A

Title

A-1

Figure D-2b (continued)

D-10

OM 25-1-51
30 Jun 99

ER XX-X-2
Date

GLOSSARY

Terms and Abbreviations

Glossary-1

Figure D-2b (continued)

D-11

OM 25-1-51
30 Jun 99

CEXX-X

Regulation
No. XX-X-3

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER XX-X-3

Date
(right flush
with pub no.)

Series Title (Initial Cap)
REGULATION TITLE (ALL CAPS)

Supplementation Statement

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1. Title		
Purpose	1-1	1-1
Applicability	1-2	1-1
Distribution Statement	1-3	1-1
References	1-4	1-1
Chapter 2. Title		
Applicable paragraph titles	2-1	2-1
Remaining chapters to follow		

Supersession statement

Figure D-2c. Sample format of a complex revised regulation with supplementation statement, and no appendix(es) and no glossary

CHAPTER 1

Title

- 1-1. Purpose. Cite purpose of regulation.
- 1-2. Applicability. Cite organizations which the regulation applies.
- 1-3. Distribution Statement. Cite distribution limitation.
- 1-4. References.
 - a. ER XX-X-XXX
 - b. ER XXX-X-X
- 1-5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination
- 1-6. Next Main Paragraph Title.
- 1-7. Next Main Paragraph Title.
- 1-8. Next Main Paragraph Title.

OM 25-1-51
30 Jun 99

ER XX-X-3
Date

1-9. Next Main Paragraph Title.

Remaining paragraphs to follow.

1-2

Figure D-2c (continued)

D-14

OM 25-1-51
30 Jun 99

ER XX-X-3
Date

CHAPTER 2

Title

2-1. Main Paragraph Title.

a. Subparagraph title (if applicable)

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

2-1

Figure D-2c (continued)

D-15

OM 25-1-51
30 Jun 99

CEXX-X

Regulation
No. XX-X-4

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER XX-X-4

Date
(right flush
with pub no.)

Series Title (Initial Cap)
REGULATION TITLE (ALL CAPS)

1. Purpose. Cite purpose of regulation.
2. Applicability. Cite organizations which the regulation applies.
3. Distribution Statement. Cite distribution limitation.
4. References. If more than 20, cite one of the following statements: **¶**Required and related references are at Appendix A@, or **¶**References are at Appendix A@.
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
List each appendix(es) and title

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-2d. Sample format of a “basic” new regulation without supplementation statement and table of contents, and with appendix(es) listed on signature page

OM 25-1-51
30 Jun 99

ER XX-X-4
Date

APPENDIX A

Title

A-1

Figure D-2d (continued)

D-17

OM 25-1-51
30 Jun 99

CEXX-X

Circular
No. XX-X-1

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EC XX-X-1

Date
(right flush
with pub no.)

EXPIRATION DATE (ALL CAPS)
Series Title (Initial Cap)
CIRCULAR TITLE (ALL CAPS)

1. Purpose. Cite purpose of circular.
2. Applicability. Cite organizations which the circular applies.
3. Distribution Statement. Cite distribution limitation.
4. References. If more than 20, cite one of the following statements: "Required and related references are at Appendix A", or "References are at Appendix A".
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(ces)
List each appendix and title

SIGNATURE BLOCK
(Director/Chief of Separate Office)

Figure D-3a. Sample format of a circular with appendix(es)

OM 25-1-51
30 Jun 99

EC XX-X-1
Date

APPENDIX A

Title

A-1

Figure D-3a (continued)

D-19

OM 25-1-51
30 Jun 99

CEXX-X

Circular
No. XX-X-2

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EC XX-X-2

Date
(right flush
with pub no.)

EXPIRATION DATE (ALL CAPS)
Series Title (Initial Cap)
CIRCULAR TITLE (ALL CAPS)

1. Purpose. Cite purpose of circular.
2. Applicability. Cite organizations which the circular applies.
3. Distribution Statement. Cite distribution limitation.
4. References.
 - a. ER XX-X-X
 - b. ER XX-X-XX
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(Director/Chief of Separate Office)

OM 25-1-51
30 Jun 99

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EP XX-X-1

CEXX-X

Pamphlet
No. XX-X-1

Date
(right flush
with pub no.)

Series Title (Initial Cap)
PAMPHLET TITLE (ALL CAPS)

1. Purpose. Cite purpose of pamphlet.
2. Applicability. Cite organizations which the pamphlet applies.
3. Distribution Statement. Cite distribution limitation.
4. References. If more than 20, cite one of the following statements: **Required** and related references are at Appendix A@, or **References** are at Appendix A@.
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
List each appendix and title

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-4a. Sample format of a basic new pamphlet without
table of contents and with appendix(es).

OM 25-1-51
30 Jun 99

EP XX-X-1
Date

APPENDIX A

Title

A-1

Figure D-4a (continued)

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OM 25-1-51
30 Jun 99

CEXX-X

Pamphlet
No. XX-X-2

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EP XX-X-2

Date
(right flush
with pub no.)

Series Title (Initial Cap)
PAMPHLET TITLE (ALL CAPS)

1. Purpose. Cite purpose of pamphlet.
2. Applicability. Cite organizations which the pamphlet applies.
3. Distribution Statement. Cite distribution limitation.
4. References.
 - a. ER XX-X-X, Title
 - b. EP XX-X-XX, Title
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-4b. Sample format of a basic new pamphlet without
table of contents and without appendix(es)

OM 25-1-51
30 Jun 99

CEXX-X	DEPARTMENT OF THE ARMY U.S. Army Corps of Engineers Washington, DC 20314-1000	EP XX-X-3
Pamphlet No. XX-X-3		Date (right flush with pub no.)

Series Title (Initial Cap)
PAMPHLET TITLE (ALL CAPS)

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1. Title		
Purpose	1-1	1-1
Applicability	1-2	1-1
Distribution Statement	1-3	1-1
References	1-4	1-1
Chapter 2. Title		
Applicable paragraph titles	2-1	2-1
Remaining chapters to follow		
Appendix A - Title		A-1
Remaining appendices to follow		
Glossary		Glossary-1

Figure D-4c. Sample format of a “complex” new pamphlet with
table of contents, appendix(es), and glossary

CHAPTER 1

Title

- 1-1. Purpose. Cite purpose of pamphlet.
- 1-2. Applicability. Cite organizations which the pamphlet applies.
- 1-3. Distribution Statement. Cite distribution limitation.
- 1-4. References. If more than 20, cite one of the following statements: ~~A~~Required and related references are at Appendix A@, or ~~A~~References are at Appendix A@.
- 1-5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination
- 1-6. Next Main Paragraph Title.
- 1-7. Next Main Paragraph Title.
- 1-8. Next Main Paragraph Title.

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Date

1-9. Next Main Paragraph Title.

Remaining paragraphs to follow.

1-2

Figure D-4c (continued)

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EP XX-X-3
Date

CHAPTER 2

Title

2-1. Main Paragraph Title.

a. Subparagraph title (if applicable)

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
(See Table of Contents)

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

2-1

Figure D-4c (continued)

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EP XX-X-3
Date

APPENDIX A

Title

A-1

Figure D-4c (continued)

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30 Jun 99

EP XX-X-3
Date

GLOSSARY

Terms and Abbreviations

Glossary-1

Figure D-4c (continued)

D-29

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EP XX-X-4
Date

FOREWORD

Type foreword message here.

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Type distribution statement here

Supersession statement

Figure D-4d. Sample format of a revised pamphlet using a **Foreword** as the signature page

OM 25-1-51
30 Jun 99

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EM XX-X-1

CEXX-X

Manual
No. XX-X-1

Date
(right flush
with pub no.)

Series Title (Initial Cap)
MANUAL (ALL CAPS)

1. Purpose. Cite purpose of manual.
2. Applicability. Cite organizations which the manual applies.
3. Distribution Statement. Cite distribution limitation.
4. Discussion.(or other applicable paragraph title). Begin main statement here.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
(See Table of Contents)

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-5a. Sample format of a new manual with
signature/summary page prefacing the manual

OM 25-1-51
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CEXX-X

Manual
No. XX-X-1

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EM XX-X-1

Date
(right flush
with pub no.)

Series Title (Initial Cap)
MANUAL TITLE (ALL CAPS)

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1. Title		
Purpose	1-1	1-1
Applicability	1-2	1-1
Distribution Statement	1-3	1-1
References	1-4	1-1
Chapter 2. Title		
Applicable paragraph titles	2-1	2-1
Remaining chapters to follow		
Appendix A - Title		A-1
Remaining appendices to follow		
Glossary		Glossary-1

CHAPTER 1

Title

- 1-1. Purpose. Cite purpose of manual.
- 1-2. Applicability. Cite organizations which the manual applies.
- 1-3. Distribution Statement. Cite distribution limitation.
- 1-4. References. If more than 20, cite one of the following statements: ~~A~~Required and related references are at Appendix A@, or ~~A~~References are at Appendix A@.
- 1-5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination
- 1-6. Next Main Paragraph Title.
- 1-7. Next Main Paragraph Title.
- 1-8. Next Main Paragraph Title.

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Date

1-9. Next Main Paragraph Title.

Remaining paragraphs to follow.

1-2

Figure D-5a (continued)

D-34

CHAPTER 2

Title

2-1. Main Paragraph Title.

a. Subparagraph title (if applicable)

2-1

Figure D-5a (continued)

D-35

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Date

APPENDIX A

Title

A-1

Figure D-5a (continued)

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Date

GLOSSARY

Terms and Abbreviations

Glossary-1

Figure D-5a (continued)

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OM 25-1-51
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CEXX-X

Manual
No. XX-X-2

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
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EM XX-X-2

Date
(right flush
with pub no.)

Series Title (Initial Cap)
MANUAL TITLE (ALL CAPS)

1. Purpose. Cite purpose of manual.
2. Applicability. Cite organizations which the manual applies.
3. Distribution Statement. Cite distribution limitation.
4. Discussion.(or other applicable paragraph title). Begin main statement here.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(HQUSACE Chief of Staff)

Figure D-5b. Sample format of a new manual using the decimal point
system of paragraphing

OM 25-1-51
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
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EM XX-X-2

CEXX-X

Manual
No. XX-X-2

Date
(right flush
with pub no.)

Series Title (Initial Cap)
MANUAL (ALL CAPS)

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1. Title		
Purpose	1.1	1-1
Applicability	1.2	1-1
Distribution Statement	1.3	1-1
References	1.4	1-1
Chapter 2. Title		
Applicable paragraph titles	2.1	2-1
Remaining chapters to follow		

OM 25-1-51
30 Jun 99

EM XX-X-2
Date

CHAPTER 1

Title

- 1.1 Purpose. Cite purpose of manual.
- 1.2 Applicability. Cite organizations the manual applies.
- 1.3 Distribution Statement. Cite distribution limitation.
- 1.4 References.
 - 1.4.1 ER XX-X-X
 - 1.4.2 EP XX-X-X
- 1.5 Main Paragraph Title.
 - 1.5.1
 - 1.5.1.1
 - 1.5.1.2
- 1.6 Next Main Paragraph Title.

1.1

Figure D-5b (continued)

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OM 25-1-51
30 Jun 99

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ETL XX-X-1

CEXX-X

Technical Letter
No. XX-X-1

Date
(right flush
with pub no.)

EXPIRATION DATE (ALL CAPS)
Series Title (Initial Cap)
TECHNICAL LETTER TITLE (ALL CAPS)

1. Purpose. Cite purpose of letter.
2. Applicability. Cite organizations which the letter applies.
3. Distribution Statement. Cite distribution limitation.
4. References. (If required).
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK
(Division Chief)

Figure D-6a. Sample format of a technical letter without appendix(es)

OM 25-1-51
30 Jun 99

CEXX-X

Technical Letter
No. XX-X-2

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ETL XX-X-2

Date
(right flush
with pub no.)

EXPIRATION DATE (ALL CAPS)
Series Title (Initial Cap)
TECHNICAL LETTER TITLE (ALL CAPS)

1. Purpose. Cite purpose of letter.
2. Applicability. Cite organizations which the letter applies.
3. Distribution Statement. Cite distribution limitation.
4. References. (If required).
5. Main Paragraph Title.
 - a. First subordination
 - (1) Second subordination
 - (a) Third subordination

Remaining paragraphs to follow.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

X Appendix(es)
List each appendix and title

SIGNATURE BLOCK
(Division Chief)

Figure D-6b. Sample format of a technical letter with appendix(es)

OM 25-1-51
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ETL XX-X-2
Date

APPENDIX A

Title

A-1

Figure D-6b (continued)

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CEXX-X

Regulation
No. XX-X-5

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

OM 25-1-51
30 Jun 99

ER XX-X-5
Change 1

Date
(right flush
with pub no.)

Series Title (Initial Cap)

REGULATION TITLE (ALL CAPS)

1. This Change 1 to ER XX-X-5, date, revises/adds/deletes (state summary of change).
2. The changed information is annotated as follows:

Chapter	Page(s)	Paragraph(s)
2	2-4	2-6
5	5-2 & 5-3	5-5, 5-11 & 5-13

3. New or revised information should be annotated in italic. Deletions should be annotated by lining through the old information.

COMMAND LINE (FOR THE COMMANDER: (ALL CAPS))

SIGNATURE BLOCK

(HQUSACE Chief of Staff)

Figure D-7. Sample format summary/signature page of a change

CEXX-X

Date

Errata Sheet

(USE ONLY FOR MINOR CORRECTIONS OF PUBLISHED DOCUMENTS)

No. 1

Series Title

Publication Title

Publication Number

Date of Publication

State nature of minor error(s)/omission. Sample explanation (hypothetical):

Page X-X, paragraph Y-Y: First sentence should read as follows: There are 500 publications in the company's library, 475 of which are available online.

Figure D-8. Sample format of an errata sheet